

New Bedford Free Public Library

Board of Library Trustees
May 21, 2002 at 3:52 p.m. - Minutes

* * *

Present were:

Atty. James Henry, Vice-Chair

Mildred A. Barry

Rev. Constantine S. Bebis

Carl Cruz

Dr. John Fletcher

Elsie R. Fraga

Helen Rogers

Theresa Coish, Director

Absent:

Roger Oliveira and Barry Trahan

Guests:

Hank Riley and Jon Piwowarczyk

Reports

Atty. Henry reported that recently elected President of the Friends of the Library, Marianne Mueller could not attend the meeting. She is invited to attend June's meeting instead.

A motion to approve the minutes of the April 30, 2002 meeting and to table the minutes of the April 10, 2002 meeting until all members of the Board have had a chance to express their views was made by Mr. Cruz and seconded by Mrs. Fraga. Motion passed unanimously. A motion to go into executive session at 3:42 p.m. to discuss a personnel issue was made by Mr. Cruz and seconded by Mrs. Fraga. Motion passed unanimously.

A motion to come out of executive session at 3:50 p.m. was made by Mr. Cruz and seconded by Mrs. Rogers. Motion passed unanimously.

Director's Report

A motion to approve the Director's Report was made by Mr. Cruz and seconded by Mrs. Fraga. Motion passed unanimously. Discussion regarding the GIS project took place. It was the general consensus of the board to support the library's participation for the grant application.

Mrs. Coish noted that members from the community had asked if the library would have a party to celebrate the 150th anniversary of the library. She agreed that the library should and proposed a program and party with cake this summer. The trustees agreed but preferred the date and time to be in September for AHA! Night. Mrs. Coish reviewed the cruise ship schedule with the trustees for this summer. She noted the ship capacity, which ranged from over 1,000 to 39 and proposed that it would be a good time to begin the art tours at the library. She also proposed that the board meeting be suspended for July and August unless an emergency arises. A motion to that affect was made by Mr. Cruz and seconded by Mrs. Rogers. Motion passed unanimously.

A motion to go out of the order of business to address Jon Piwowarczyk was made by Mr. Cruz and seconded by Mrs. Fraga. Motion passed unanimously. Mr. Piwowarczyk addressed the board regarding the management of the trust funds for the library. He reported that he had reached the income goals hoped this year. The \$800,000 plus principal amount had grown to \$1.5 million under his management and have generated the income hoped for.

Rev. Bebis arrived at 4:20 p.m. Mrs. Fraga asked questions regarding the growth and income of the funds. Specifically, she wondered how this portfolio could generate 4.5% when most are 2.5% or less? Mr. Piwowarczyk responded that this is due to the high yielding bonds and to his selling of low yielding positions and buying higher yielding ones. Mr. Piwowarczyk assured the trustees that the income that the library receives comes only from interest and dividends. By buying low and selling high positions, the appreciation goes into the stock, therefore the yielding more income.

Because of budget crunches a board member asked for higher income amounts for the next fiscal year. Mr. Piwowarczyk doubted that this would be possible. However, he projected the income amount to be in the mid \$60,000, which is just below this fiscal year. He is against total return and does not recommend it because once the principal is touched, it is never returned. Mrs. Coish requested that he send a written projection of each fund to be submitted to the auditor as backup for the FY2003 budget setup. Mr. Piwowarczyk confirmed that he would.

A motion to return to the agenda was made by Mr. Cruz and seconded by Mrs. Fraga. Motion passed unanimously. Mr. Piwowarczyk left the meeting at this time.

Staff Reports

A motion to approve the Staff Reports was made by Mr. Cruz and seconded by Mrs. Fraga. Motion passed unanimously.

Committee Reports

Art - Mr. Cruz, Chair, reported on the meeting of May 10. He noted that the library couldn't provide the Dennis Wood Abstract at a low cost because the microfilmed information is 2 reels long. He suggested that a borrowers fee of \$100 be charged and reimbursed when the microfilm is returned. He suggested that the issue go back to the committee to determine the next step. A motion to empower the art committee and library director to make a decision relative to the Dennis Wood Abstract and the Christine Berry's request because of time constraints was made by Mrs. Fraga and seconded by Rev. Bebis. Motion passed unanimously. Mrs. Rogers suggested that the committee draft a policy for a pictorial lending program and a policy for a non-refundable usage fee for microfilms owned by the library for the policy committee's consideration. A motion to accept the art report was made by Mrs. Rogers and seconded by Mrs. Fraga. Motion passed unanimously.

Building - In the absence of Mr. Trahan, Mrs. Coish reported that she had received correspondence through Deborah Durland, Architect, regarding the Wilks roof warrantee. She has communicated to the city solicitor and is currently waiting for a written response from that office.

Finance - Mrs. Fraga, Chair, reported that the Miranda fund was turned over to the City Bequest Committee, the Barnet fund CD has matured. Half the income was used for scholarship and half for books. Mrs. Fraga also noted that she is dissatisfied with the lack of communication from Fleet Bank. She recommends that the trustees contact the corporate offices in writing to address the lapse of communication and the shortfall in Yaeger Scholarship income, based on the memorandum from Mrs. Coish documenting the telephone conversation between her and Dorothy Dereck, Fleet Bank representative. A motion to send a letter to that affect was made by Mr. Cruz and seconded by Mrs. Rogers. Mr. Cruz suggested that the letter include that the trustees request an internal audit of the Yaeger Scholarship Fund. Motion passed unanimously. Mrs. Fraga agreed to meet with Fleet Bank representatives on June 4, at 10 a.m. A motion to accept the finance committee report was made by Mr. Cruz and seconded by Mrs. Rogers. Motion passed unanimously.

Gift - Dr. Fletcher, Chair, reported on the recent gifts of books to the library, specifically, two books donated by Dr. Norbert Fraga, a book on the history of Nye Lubricants by Nye Lubricant, Inc. and two books donated in memory of Cheryl Whitehead donated by Cecelia Swisczs. A motion to accept and acknowledge all gifts was made by Mr. Cruz and seconded by Mrs. Rogers. Motion passed unanimously.

Mrs. Rogers proposed that the library exchange books with the New Bedford School Adult Basic Education Department. The reading levels of these books are not appropriate for the readers and Mrs. Rogers proposed to exchange them with young adult books received for the book sale, which are appropriate. Mrs. Coish noted that she had spoken to the branch librarian and agrees that it is beneficial to the library as well since young adult books do not do well in the book sale. A motion to approve Mrs. Rogers' proposal was made by Mr. Cruz and seconded by Mrs. Fraga. Motion passed unanimously. A motion to give double copies of books marked for the book sale as gifts was made by Rev. Bebis and seconded by Dr. Fletcher. Motion passed unanimously.

Policy - Mrs. Rogers, Chair, reviewed the draft of the distribution policy with the board. Mr. Cruz noted that each item approved for posting should be stamped to note approval so that staff know which should be removed. A motion to accept the distribution policy as appended by Mr. Cruz was made by Rev. Bebis and seconded by Dr. Fletcher. Motion passed unanimously.

Old Business

Discussion regarding a request from artfx group project coordinator Kate Laing was discussed. This consulting group is working on an interactive website for the New Bedford Whaling Museum and requested to use Birth of the Whaling Industry. The site is geared to middle school children and is being constructed in Flash, which inhibits users from downloading a high-resolution image. Ms. Melo spoke to Lee Heald at the Whaling Museum who confirmed this and noted that the website construction is being paid through grants. The committee recommended the request with the regular fee charged for use of the image and copyright noted. A motion to approve the use of Birth of a Whaling Industry painted by William Allen Wall as a downloadable image in the Whaling Museum website was made by Mrs. Rogers and seconded by Mr. Cruz. Motion passed unanimously.

Communications

A letter of appreciation from the Friends of the Buttonwood Park for the library's participation in the park clean-up program with the Boys and Girls Scouts was noted. A motion to accept and place the letter on file was made by Mr. Cruz and seconded by Rev. Bebis. Motion passed unanimously.

Adjournment

There being no further business, adjournment was at 5:20 p.m. on a motion made by Mr. Cruz and seconded by Mrs. Rogers. Motion passed unanimously.